

# Federal Work-Study (FWS) Job Posting

To Apply for This Position - Email your Resume to the Position Supervisor

## FWS Eligibility

To be eligible for a Federal Work-Study position, student must:

- Have a current FAFSA and completed financial aid file at NWACC
- Have remaining student aid eligibility
- Maintain satisfactory academic progress towards
- Be enrolled in a current or future term at NWACC

<b>Position Title</b>	Clerk	
<b>Purpose/Role of this Position</b>	Lab Assistant/General Office Duties	
<b>Department/Agency</b>	English for College and Career (ENGCC)	
• <b>Position Location</b>	Burns' Hall 2233	
• <b>Campus or City</b>	Bentonville	
<b>Hours Per Week</b>	5 - 10 hpw Summer; 15 hpw Fall and Spring	
<b>Hourly Pay Rate</b>	\$10.00	
<b>Position Dates</b>	Begin: 7/1/2019	End: 06/30/2020
<p><i>Beginning date will be the latter of: the above date or first day of pay period following completion of background check and new-hire processing</i>  <i>Ending date will be the earliest of: the above date, the last day of the student's eligibility, or the student's date of resignation/termination</i></p>		
<b>Position Supervisor Name</b>	Gloria Mallow	
• <b>Supervisor Email</b>	gmallow@nwacc.edu	
• <b>Supervisor Phone</b>	479-936-5163	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Help manage intervention computer/language lab (BH2234) for linguistically and culturally diverse (LCD) students.</li> <li>• Help students who have questions about ENGCC, Adult Ed, or NWACC in general</li> <li>• Provide help with technology skills and administer ENGCC make-up tests</li> <li>• Maintain two ENGCC classrooms</li> <li>• Help with outreach to LCD students</li> <li>• Monitor ENGCC email account</li> <li>• Assist with promotional materials and activities</li> <li>• Assist ENGCC Coordinator as needed with any other assigned tasks</li> </ul>	
<b>Job Qualifications</b>		
<b>Evaluation Procedures</b>	FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.	

NorthWest Arkansas Community College is an equal opportunity, affirmative action institution. The college welcomes applications without regard to age, race, gender, national origin, disability, religion, marital or parental status (including pregnancy).